

ADDENDUM NO: 2

RFP 154301: **Request for Proposal for Outfitter Services for Non-motorized
Watercraft Rentals and Operations**

DEPARTMENT: **Outdoor Chattanooga / Open Spaces Division**

REASON: **Questions and Answers**

*PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING
DEPARTMENT WITH YOUR PROPOSAL. RETAIN A COPY FOR YOUR FILES.*

Name _____

Company _____

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Q: When did this process get started?

A: The process of offering an RFP for Outfitter Services started a few months ago, before the boating season when we decided to offer a new amenity for water activities.

Q: What is this supposed to be designed for?

A: It's designed for people to be able to walk up and rent non-motorized watercraft at our City boat launches, without having to make a reservation ahead.

Q: How long is the agreement?

A: The plan is to offer a 12-month contract each year, but in this first year, we're getting off to a late start, so it will be a shorter contract this year. This will be worked out with the vendor(s) based on their request for operating.

Q: Is the fee a year-round fee?

A: The RFP states a monthly fee based on operation months. Each vendor will propose a preferred duration of service and matching duration of fee payment.

Q: Are we required to pay the monthly fee during months when we're not operating?

A: No. Monthly fee is for operating months that are previously agreed upon in the contract.

Q: Will the awardee have exclusive rights to rentals and operations?

A: If the City of Chattanooga awards to a vendor, then no other business will be allowed to conduct rentals from that site, just as the rule is right now. The City has reserved the right to award to more than one vendor per site. All sites will remain publicly open, and all groups, organized or otherwise, may continue to access the launch while rentals are occurring.

Q: Can you propose for just one site?

A: Yes. There are three sites. You can propose for one or any combination. Please be sure that your proposal is clear regarding which site(s) you are proposing to rent and operate at.

Q: At Sterchi Farm, would we be able to reserve an area each day?

A: Designating areas for operations will be a part of this contract, based on the months the contract will state the vendor is operating. Location details will be worked out in contract formation.

Q: Where did the fee figures come from?

A: Staff looked at other communities with waterways and found that each community calculated their fee in a different way, so we evaluated those examples to see what was best for Chattanooga. Our main consideration right now is not to make money or lose money. We want to be able to repair turf that gets washed away or damaged from foot traffic, and handle other issues that might arise as a result of our allowing this service.

Q: Is this a way to give everyone a chance?

A: We intend(ed) to give everyone an equal chance, yes.

Q: Is this going to (City) Council?

A: Staff has no precedent that we could find. We're not sure whether or not it requires City Council approval at this time. We don't anticipate that being a factor in the schedule.

Q: What is the deadline to get people off of the river?

A: The City of Chattanooga does not specify a time or lake level at which people will be asked to get off of the river. Each vendor may specify such a time, water level or speed as part of their safety plan. The safety plan is part of the RFP document.

For help in developing a proposal, the vendor can use information found at the TVA website, <https://www.tva.gov/Environment/Lake-Levels/Water-Safety>. The phone number for the Chattanooga area waterways is given. It is "In or around Chattanooga: (423) 751-2264."

Q: Are we allowed to partner with another outfitter?

A: Yes, but the City will contract with one company, so you would partner on a Contractor/Sub-contractor basis, and the City would contract with the Contractor.

Q: We're going to have to have on-site storage to make this work. It's not feasible to haul this equipment back and forth every day.

A: The RFP asks for a "description and dimensions of equipment and temporary site furniture", and also states that several items including "open trailers, and other temporary items that do not cause damage to the grounds and facilities are permissible", and that "this contract does not allow for any permanent infrastructure". To further clarify allowances and restrictions, Non-permanent, temporary site infrastructure, such as storage containers and trailers, that are without power or footings, are allowed for the contract period for the rental operations, and then must be removed by the Vendor at the end of the contract. Placement locations will need to be approved by the City during contract formation. Placement locations may vary based on existing park layout, TVA restrictions and Vendor's description and dimensions of equipment and temporary site furniture.

Q: Would we be able to keep trailers and equipment on site overnight and over weekends?

A: Yes, as stated in the answer to the question above, placement locations will need to be approved by the City during contract formation for non-permanent, temporary site infrastructure.

Q: Can a trailer also remain attached to the company vehicle that has logos/branding and act as a mobile outpost?

A: Sure. Placement locations will need to be approved by the City during contract formation.

Q: A request to install infrastructure is listed as a separate contract that must be submitted to Open Spaces Division. How does the timing work for this? Is this request to be submitted at the same time, before, or after the June 15th deadline?

A: For permanent infrastructure, the request would likely come after you were notified of being a selected Vendor, as to make it worth the Vendor's time to prepare the request documentation.

Q: Does the City have permitting requirements for dropping off?

A: No, there is no permit required. The City has no rule or method of enforcing such a rule at this time.

Q: If I do not apply or am not awarded the RFP my company does not have to have any of the RFP requirements; i.e. a safety plan, the cities insurance requirements, a training program, a medical training program and plan, and none of the other requirements of the RFP to have access. Is that correct?

A: No, there is no permit required. The City has no rule or method of enforcing such a rule at this time.

Q: Is the vendor expected to provide a rescue operation for people who get into trouble?

A: One of our top priorities is safety. Each vendor will need to have a safety plan. Please see RFP document. The City's boat launch policy is "At your own risk."

Q: Is the vendor required to have an emergency vehicle?

A: The method of the vendor's safety plan isn't defined for the vendor. Each vendor shall establish its own method and propose a safety plan as described in the RFP.

Q: What do we do when there's an event like a race or a private party, and we're locked out of the park? That's lost revenue.

A: There are very few events that close down these parks or the waterway to the general public, and even fewer that are utilizing the boat launches at these sites. If and when the City is aware these occurrences are happening, the City will notify in advance. This is the nature of a public and active waterfront, and these infrequent occurrences will not be compensated.

Q: Before I submit my proposal, I need a list of dates at each site (IronMan, Riverbend, private parties) to tell me when I won't be able to operate. Otherwise, I can't predict income against operating cost. Can I get that?

A: None of these events mentioned utilize these boat launches listed in the RFP. It's up to the Vendor to determine if there is a conflict because of a nearby event. The Vendor controls the renter operations and instructed paddle route. All park reservations are listed here, on the park calendars <http://www.chattanooga.gov/public-works/parks/parks-reservations>

Q: How is this different from renting on our own and dropping off, rather than renting at the park?

A: The real divider is where the financial transaction is taking place. When you're renting from your business location, that is not the same as renting on City property. That is what this FRP is setting up to allow.

Q: After the June 15th deadline how soon will the winner be announced?

A: The City will review proposals directly following the June 15th deadline and notify vendors by June 23rd. Anticipated award of contract, early July.

Q: Just to confirm, the due date of the RFP has been extended to June 15, 2017 based on the Addendum #1. This addendum is to be signed (along with our signed proposal) and submitted on the RFP deadline of June 15, 2017, correct?

A: Yes

Q. Can you please diagram the exact location of where the City envisions the 'Pop up Rental site' will be located in Coolidge Park? The public access concrete pad above the launch site under the Market Street bridge is off limits, correct?

A. The RFP states to not block public access, and that final locations will need to be approved by the City. Location, description and all equipment and site furniture is requested information from the Vendor as stated in the RFP.

Q: The RFP requests documentation that the firm is of sound financial standing. What kind of documentation is The City specifically requesting here?

A: Any combination of the following: one or more bank reference letters, one or more credit reference letters, CPA Financial Statements, public financial reports, current monthly balance sheets, recent tax returns...

AND: disclosure of bankruptcies, defaults, disputes, litigations, and the like.

The documents do not have to come from your accountant but can be submitted with your proposal.

Q. What are the insurance requirements you are requesting? General liability and how big of a policy? Auto? Guiding/Outfitter insurance? Are there any requirements of additionally insured entities for the proposal?

A: Please read the City's insurance requirements under #8 INSURANCE at <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>. At this time, there are no other known insurance requirements for the City of Chattanooga. The City of Chattanooga will be named as "Additional Insured" on the policy (-ies) for the purposes of the contract. Of course, the business may maintain other coverage, such as Guiding/Outfitter insurance

Q: If an operation/company does not hold the RFP they can drop off, pick up, prep a group, and engage with their customers in anyway they choose as long as they do not exchange money in the park, correct? If this is true, where does the city propose these other companies prepare and manage their customers? Will they be allowed (as they have in the past) to use the public launch point on the concrete pad under the Market Street bridge? Does the City plan to have infrastructure (manpower) in place to manage and organize this site?

A: Yes, the contract will be for renting on City property and will not prohibit other groups from using the launch. No group is to block public access of the launch site.

Q:. Under Project Approach, section D, can you elaborate what you are looking for and what you mean by 'additional credit'?

A: We are looking for your experience in doing projects of similar type. Additional credit means that if you can give more than three examples of similar work (up to a maximum of five), your proposal will be given additional credit for your company's additional experience doing similar jobs. This additional credit will be given within the structure of the Evaluation Criteria.

Q: What infrastructure exists currently or will be included? Dedicated/exclusive dock space? Dedicated beach access? Any other infrastructure included or existing?

A: Vendor shall visit the site locations for existing conditions and infrastructure. No other infrastructure will be added by the City.

Q: What are the insurance requirements for the city of Chattanooga?

A: Unless otherwise specified during contract formation, the insurance requirements of the City of Chattanooga are listed under

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>.

Q: Does the city of Chattanooga operate any other “non-motorized watercraft rentals and operations” and what is the current rental rate?

A: No.